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## 6. Emission Inventory Reports

### 6.1 Reports

Reports are accessed by selecting **Reports** from the main menu. The “Inventory Reporting Forms” selection allows users to print the emission inventory data in the “Turn-Around-Document” format. This is a pre-electronic age format where data are manually filled in pre-written forms and then submitted to the ARB for entering to CEIDARS. ARB is no longer accepting these forms; however, users can print these forms for record keeping and documentation if they wish. The “Emission Summaries” allows users to print summaries of emissions by facility or by process. QA reports allow users to perform QA on facilities in the database. QA can either be performed on a set of facilities or on the entire district. To compare emissions data from two different years, users can select the “Compare Two Years” option. This report is a valuable tool to track changes in emissions for the same facility. The following sections describe each type of report and how to access them through **Reports** menu option. In each option, there are common functions such as **List Selection** and **List Editor**. These functions will be addressed before discussing the details of how to run a report.

### 6.2 List Selection

There are numerous places in the program where you may select an item from a list rather than entering text from the keyboard. For example, each of the data editing windows has a **List** option in the menu that allows you to select from a list of available records. Also, the data editing windows all contain buttons displayed next to certain data entry fields. Most of these buttons cause the program to display a list of possible values for that data field. This section describes how to use the list selection window.

You can select from the displayed list in one of two ways:

- 1) When the list is displayed, double-click on the record you wish to view;
- 2) Use the up and down arrow keys to move the highlight to the record you wish to view, then press the **Enter** key

If the list is large you may want to narrow it down by applying a search filter. A search filter is a string that the program uses to search for records to be displayed. Only records that contain the search string within certain key fields are displayed. To apply a filter, move the cursor to the field next to the button labeled “Search String”. Enter the string that you wish to search for and then press the button. To cancel the search and once again display all fields, delete the search string and press the button again.

The steps described above can be done without using the mouse. Simply use the **Tab** key to move the cursor back and forth between the scrolling list of records and the search string field. Use the **Alt-S** key combination to activate the search and the left and right arrow keys, backspace key and delete key to edit the search string.

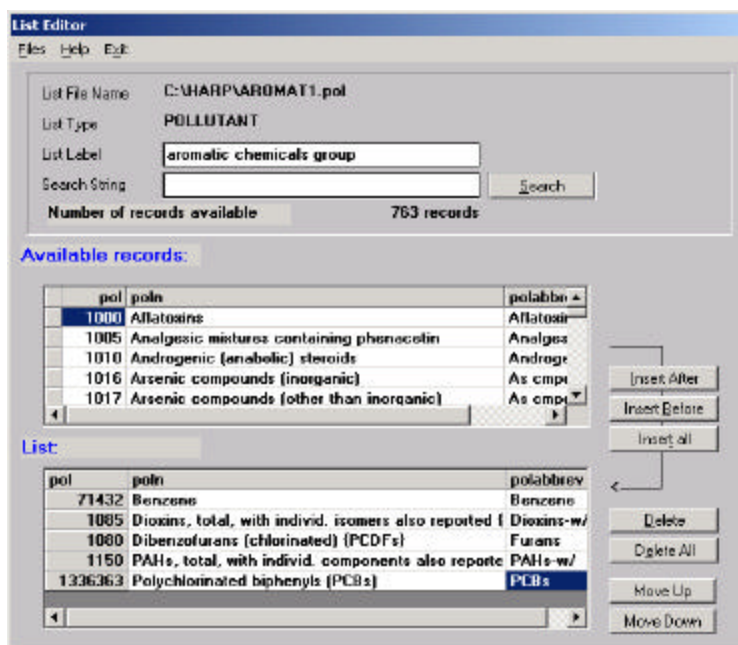
To cancel the list selection, either press the **Cancel** button with the mouse or press the ESC key.

## 6.3 List Editor

The List Editor allows you build a list of records from the database that you can save to a file and recall later. Lists are used for various analysis and reporting functions. For example, you might want to generate a report that contains emission data for a number of chemicals that you specify and from a list of facilities. The list editor allows you to specify the list of chemicals or a list of facilities and save the lists to files. If you want to generate the same report at a later time you need only recall the lists. The program uses two types of editable lists: pollutant and facility lists. These are described in the following two sections.

### 6.3.1 Editing a Pollutant List

The window shown below displays a list of chemicals taken from the pollutant table. This list can be activated from several of the report windows to allow you to specify which pollutants you want reported.



The name of the file containing the list is shown at the top of the window. For this example, the file is pre-determined and contains a set of aromatic substances. The next item shows the type of list, which is determined by the program. The user can change the **List Label** field, which is simply a text description of the list.

The scrolling window just below the **Available Records** label contains all of the chemicals in the database. The scrolling window at the bottom of the window shows the chemicals contained in the list that you are editing. The buttons on the right of the window

provide various functions for adding or deleting items from the list being edited, as described below.

To add a record to the list, first click on the bottom list to select the item place in the list where you want to insert the new item. Then select one of the items in the top list that you want to add. Then select one of the following three buttons.

- Insert After*** inserts the selected record from the top list immediately after the selected record in the bottom list
- Insert Before*** inserts the selected record from the top list immediately before the selected record in the bottom list
- Insert All*** inserts all records from the top list into the bottom list

To delete an item from the list, first click on the item that you want to delete. Then press one of the following two buttons:

- Delete*** deletes the selected record from the list
- Delete All*** deletes all records from the bottom list

After making changes to the list you should select on of the following menu items:

- File/Save*** saves the list to the file named at the top of the window
- File/Save As*** saves the list to a new file for which you will name

To edit an existing list, select ***Files/Open*** from the menu. Then locate the list file in the file selection dialog box.

To create a new list, select ***Files/New*** from the menu. Users can also create a new list by pressing the ***Delete All*** button and then saving the list to a new file with the ***File/Save*** menu option.

### **6.3.2 Editing a Facility List**

The window shown below displays a list of facilities taken from the facility table. This list can be activated from several of the report windows to allow you to specify which facilities you want reported.

**List Editor**  
Files Help Exit

List File Name: C:\HARP\facility.fac  
List Type: FACILITY  
List Label: note about this facility list  
Search String:  Search  
Number of records available: 5 records

**Available records:**

facid	fname	co	ab	dis
1001	PROSPECT PRODUCTS	37	SD	SD
2001	PDQ REPAIR GUYS	37	SD	SD
3000	DOUGS WHATNOT SHOP	37	SD	SD
3002	ABC CHEMICAL	37	SD	SD
3001	STATE STREET MANUFACTURING	42	SCC	SB

**List:**

facid	fname	co	ab	dis
1001	PROSPECT PRODUCTS	37	SD	SD
2001	PDQ REPAIR GUYS	37	SD	SD
3000	DOUGS WHATNOT SHOP	37	SD	SD
3002	ABC CHEMICAL	37	SD	SD

Buttons: Insert After, Insert Before, Insert all, Delete, Delete All, Move Up, Move Down

The name of the file containing the list is shown at the top of the window. In this example, file *facility.doc* contains a list of facilities. The next item is the type of list, which is determined by the program. The user can change the **List Label** field, which is simply a text description of the list.

The scrolling window just below the **Available Records** label contains all of the facilities in the database. The scrolling window at the bottom of the window shows the facilities contained in the list that you are editing. The buttons on the right of the window provide various functions for adding or deleting items from the list being edited, as described below.

To add a record to the list, first click on the bottom list to select the place where you want to insert the new item. Then select one of the items in the top list that you want to add. Then select one of the following three buttons.

- Insert After** inserts the selected record from the top list immediately after the selected record in the bottom list
- Insert Before** inserts the selected record from the top list immediately before the selected record in the bottom list
- Insert All** inserts all records from the top list into the bottom list

To delete an item from the bottom list, click on the item that you want to delete and press one of the following three buttons:

- Delete** deletes the selected record from the list
- Delete All** deletes all records from the bottom list

After making changes to the list you should select one of the following menu items:

***File/Save*** saves the list to the file named at the top of the window

***File/Save As*** saves the list to a new file that you will name

To edit an existing list, select ***Files/Open*** from the menu. Then locate the list file in the file selection dialog box.

To create a new list, select ***Files/New*** from the menu. Users can also create a new list by pressing the ***Delete All*** button and then saving the list to a new file with the ***File/Save*** menu option.

## 6.4 Inventory Reporting Forms

Inventory reporting forms are hard copy forms that the facilities may use for documentation purposes only. HARP can generate a complete set of inventory reporting forms for a facility. These forms will include data taken from the database for the current reporting year, or any other reporting year that you select (to learn about editing data from previous reporting years refer to section 5.3).

To create a form, click on *Reports/Inventory Reporting Forms* from the HARP main screen. The *Create Forms* window will be displayed. There are four types of forms: Facility Form, Stack Form, Device Form, and Process Form. The process form also includes both process and emissions.

The screenshot shows the 'Create Forms' window. On the left, under the 'Facility' heading, there are five text input fields: 'Facility Name' with the value 'ABC CHEMICAL', 'Facility ID' with '3002', 'County' with '37', 'Air Basin' with 'SD', and 'District' with 'SD'. Below these is a 'Select Facility' button. On the right, under the 'Form Types' heading, there are seven checkboxes: 'Facility' (unchecked), 'Stack' (unchecked), 'Device' (checked), 'Process' (unchecked), 'Emissions' (unchecked), 'Supplemental Use and Prod' (unchecked), and 'All' (checked). At the bottom of the window, there is a 'Page Footer' text box and a 'Page Numbers' checkbox which is unchecked. An 'info' button is located at the bottom left corner of the window.

Start by selecting which of these four types of forms you wish to create by selecting one or more of the check boxes on the right side of the window. Next select the facility by either entering the ID in the fields on the left side of the window or pressing the ***Select Facility*** button to select a facility from a list.

To create the report, select one of the following menu options.

- |   |  |
|---|--|
| <b><i>Print/Preview</i></b>             | This causes the selected reports to be created and displayed in a preview window. From the preview window the report can be printed. |
| <b><i>Print/To Printer</i></b>          | This causes the report to be created and sent directly to the printer.   |
| <b><i>Print/Print Last Report</i></b>   | This causes the last report that you created to be recalled and sent directly to the printer.  |
| <b><i>Print/Preview Last Report</i></b> | This causes the last report that you created to be recalled and displayed in the preview window.                                     |

The preview window for the inventory reporting forms appears as shown below. The bottom line of the window shows how many pages are in the report. The menu options may be used to display the Next, Previous, First or Last pages of the report. While this window is displayed, the report may be sent to the printer by selecting ***Print/Current Page*** or ***Print/All Pages*** from the menu. The example below shows only the first page, which is the facility reporting form.

The screenshot shows a software window titled "Inventory Report". The menu bar includes "File", "Zoom", "Previous Page", "Next Page", "First Page", and "Last Page". Below the menu bar is a toolbar with icons for zooming and navigating between pages. The main area of the window displays a form titled "CALIFORNIA EMISSION INVENTORY DEVELOPMENT AND REPORTING SYSTEM II (CEBARS II)" and "REVIEW AND UPDATE REPORT - DATABASE YEAR: 2". The form is divided into sections: "FACILITY INFORMATION", "FACILITY ADDRESS", "FACILITY CONTACT", "FACILITY LOCATION", "FACILITY COMPANY", and "FACILITY STATUS". Each section contains various fields for data entry, such as "COUNTY ID", "AIR BASIN", "DISTRICT ID", "PERSON", "FACILITY ID", "ACTION CODE", "DATE", "INVENTORY YEAR", "FACILITY NAME", "ADDRESS", "CITY", "ZIP", "CONTACT PERSON", "PHONE", "FACILITY SIC", "NUMBER OF EMPLOYEES", "UTM ZONE", "UTM EAST", "UTM NORTH", "FACILITY CITY CODE", "AIR BASIN", "SUBCOUNTY ID", "AREA DESIGNATION", "CO", "HQS", "OC", "PM", "SO2", "FACILITY PHASE", "FACILITY STATUS", "FORECASTING", "PRIORITY", and "INDUSTRY/UNDE".

## 6.5 Emissions Summary Reports

The emissions summary reports are accessed by selecting ***Report/Emission Summaries*** from the main menu. There are two types of emission summary reports, which are described in the following sections.

### 6.5.1 Emission Summary by Facility

This feature is accessed by selecting **Reports/Emission Summaries/By Facility** from the main menu. The dialog window shown below will then appear.

You must pick one of several pre-defined groups of substances by selecting one of the circular radio buttons on the left. A definition of each chemical group can be found in Appendix E. You may also select **All Reported Substances** or **User Defined List**. If you select **User Defined List**, the name of the list file must be entered into the box at the bottom left of the window. To edit the list or open a different list file, click on the button labeled **Chemical Group List File**. This will call up the list editor, which will allow you to build your own list of chemicals from the database. For details on using the list editor refer to section 6.3.

The screenshot shows a software window titled "Facility Summary Report" with a menu bar containing "Print", "Help", and "Exit". The window is divided into two main panels. The left panel, titled "Chemical Group", contains a list of radio buttons for selecting chemical categories: Aldehydes, Aromatics I, Aromatics II, Aromatics III, Organics I, Organics II, PAH Dioxins, Metals I, Metals II, Metals 9, All reported substances (which is selected), and User Defined Chemical List. Below this list is a button labeled "Chemical List File" and a text box containing the file path "C:\HARP\AROMAT1.pol". The right panel, titled "Facilities", contains two radio buttons: "Selected CO/AB/DIS" and "UTM Range" (which is selected). Under "Selected CO/AB/DIS" are three text boxes for "County", "Air Basin", and "District", followed by a button labeled "Select CO/AB/DIS". Under "UTM Range" are text boxes for "Min." and "Max." with sub-labels "North" and "East", and a "Zone" box. Below these is a button labeled "User Defined Facility List" and a text box containing the file path "C:\HARP\facility.fac". At the bottom of the window is a label "Facility Summary Report".

After specifying which chemicals you want reported, you must specify which facilities to include by making a selection on the right side of the window. If you choose **Selected CO/AB/DIS**, then you must enter a valid County, Air Basin and District ID combination in the boxes on the right. You may also select a COABDIS from a list of those available by pressing the button labeled **Select CO/AB/DIS**.

If you choose UTM Range, you must specify a range of UTM coordinates on the text boxes on the right side of the window. The program will then generate a report, which includes all facilities whose location falls within those UTM coordinate boundaries. The report will not



include any facilities for which UTM coordinates have not been entered on the facility-editing window (for details on editing facility data refer to section 4.4).

If you select User Defined Facility List, then you must enter the name of a facility list file in the text box in the lower right corner of the window. To edit a list of facilities or open a new list, press the button labeled **Facilities List File**. This will call up the list editor, which will allow you to build your own list of facilities from the database. For details on using the list editor refer to section 6.3.

After specifying the chemicals and the facilities you want to report, you can preview it, send it to a printer or to a file. If you send it to a printer, make sure your computer is connected to the printer. If you send it to a file for later retrieval, please open the file using Microsoft Word (or other word processor) with the following settings: font – courier new, 8 point, paper size – landscape.

### 6.5.2 Emission Summary by Process

This report is accessed by selecting **Reports/Emission Summaries/By Process** from the main menu. The dialog window shown below will then appear. This is the same as the window for the Emission Summary by Facility report, except that a different set of chemical group options is available. To create and print a report, follow the same procedures described in section 6.5.1, Emission Summary by Facility.

**Process Summary Report**  
Print Help Exit

**Chemical Group**

- ☒ Aldehydes
- ☐ Aromatics I
- ☐ Aromatics II
- ☐ Aromatics III
- ☐ Organics I
- ☐ Organics II
- ☐ PAH Dioxins
- ☐ Metals I
- ☐ Metals II

☐ User Defined Chemical List

Chemical List File

C:\HARP\pollutnt.pol

**Facilities**

☒ Selected CO/AB/DIS

County

Air Basin

District

Select CO/AB/DIS

☐ UTM Range

Min. North  East

Max.

Zone

☐ User Defined Facility List

Facilities List File

C:\HARP\facility.fac

Process Summary Report

## 6.6 Q/A Reports

The Q/A reports are intended to provide various checks on the consistency and completeness of the data contained in the database. To access this feature, select **Reports/QA** menu from the main window. The remainder of this section describes how to create these reports.

First specify which facilities you want to report by selecting one of the circular radio buttons on the left side of the window. If you select **Selected CO/AB/DIS**, then you must specify the County, Air Basin and District IDs in the text boxes on the left. Alternatively, you may select a COABDIS from a list by pressing the button labeled **Select CO/AB/DIS**.

The screenshot shows the 'Q/A Reports' dialog box. The 'Facilities' section on the left has four radio buttons: 'All Facilities' (selected), 'Selected CO/AB/DIS', 'UTM Range', and 'User Defined Facility List'. The 'Selected CO/AB/DIS' option is active, showing text boxes for County (11), Air Basin (a), and District (a), and a 'Select CO/AB/DIS' button. The 'UTM Range' section has text boxes for North, East, Min., Max., and Zone. The 'User Defined Facility List' section has a 'Facilities List File' button and a text box with the path 'D:\HarpDev\Source\qa\_fac.fac'. The 'Q/A Reports' section on the right has eight checkboxes: '1 Facilities without emissions', '2 Stacks without emissions', '3 Devices without emissions', '4 Processes without emissions', '5 Stacks without processes', '6 Emissions data Q/A' (checked), '7 Stack data Q/A', and '8 Process and temporal data Q/A'. The bottom left has an 'Info' label.

If you choose **UTM Range**, then you must specify a range of UTM coordinates on the text boxes on the left side of the window. The program will then generate a report which includes all facilities whose location falls within those UTM coordinate boundaries. The report will not include any facilities for which UTM coordinates have not been entered on the facility-editing window (for details on editing facility data refer to section 4.4).

If you select **User Defined Facility List**, you must enter the name of a facility list file in the text box in the lower right corner of the window. To edit a list of facilities or open a new list, press the button labeled **Facilities List File**. This will call up the list editor, which will allow you to build your own list of facilities from the database. For details on using the list editor refer to section 6.3.

Finally, you should select one or more of the eight report types shown on the right side of the window by checking the corresponding boxes.

To actually generate the report, select one of these options under the **Print** menu:

- Print/Preview** This will create the reports and display them in a preview window.
- Print/To Printer** This will create the reports and send them directly to the printer.
- Print/To File** This will create the reports and send them to a file.

## 6.7 Compare Two Years Report

This report is used to compare emissions from two different reporting years for one or more facilities. In order for this report to work, the database must contain data for the same facilities for two inventory-reporting years. For a description of how to specify inventory-reporting years and edit data from different years refer to section 5.3.

To access this feature, select **Reports/Compare Two Years** menu from the main window. This will cause the following dialog window to be displayed. The remainder of this section describes how to create this report.

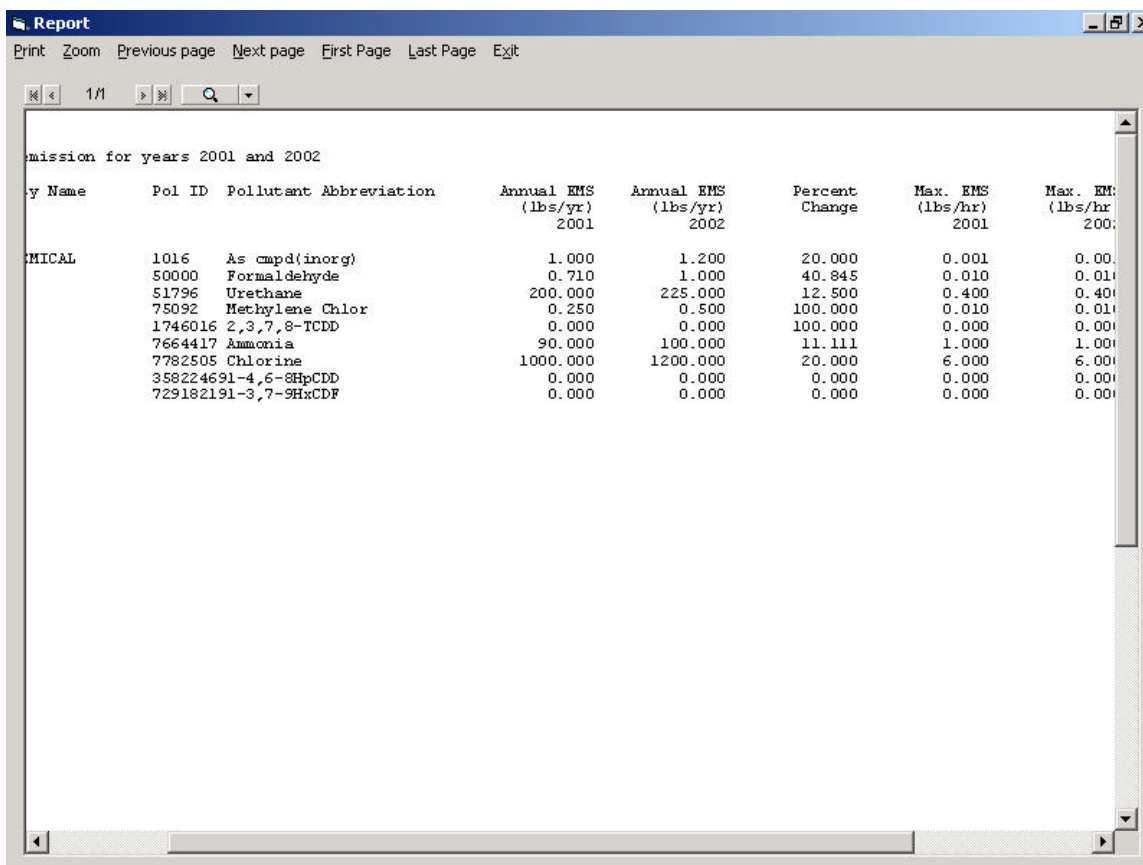
You must specify which facility to include in the comparison by making a selection on the right side of the window. You can supply the ID for the facility or click on the “Select Facility” button and then select it from the available records. If you choose **Selected CO/AB/DIS**, then you must enter a valid County, Air Basin and District ID combination in the boxes on the right. You may also select a COABDIS from a list of those available by pressing the button labeled **Select CO/AB/DIS**.

If you choose UTM Range, then you must specify a range of UTM coordinates on the text boxes on the right side of the window. The program will then generate a report, which includes all facilities whose location falls within those UTM coordinate boundaries. The report

will not include any facilities for which UTM coordinates have not been entered on the facility-editing window (for details on editing facility data refer to section 4.4).

If you select *User Defined Facility List*, then you must enter the name of a facility list file in the text box in the lower right corner of the window. To edit a list of facilities or open a new list, press the button labeled **Facilities List File**. This will call up the list editor, which will allow you to build your own list of facilities from the database. For details on using the list editor refer to section 6.3.

Enter the first and second years on the bottom right windows and then select Print to either view or send a report to the printer. A sample report is shown below:



Report

Print Zoom Previous page Next page First Page Last Page Exit

1/1

mission for years 2001 and 2002

Facility Name	Poll ID	Pollutant Abbreviation	Annual EMS (lbs/yr) 2001	Annual EMS (lbs/yr) 2002	Percent Change	Max. EMS (lbs/hr) 2001	Max. EMS (lbs/hr) 2002
MICAL	1016	As compd(inorg)	1.000	1.200	20.000	0.001	0.001
	50000	Formaldehyde	0.710	1.000	40.845	0.010	0.010
	51796	Urethane	200.000	225.000	12.500	0.400	0.400
	75092	Methylene Chlor	0.250	0.500	100.000	0.010	0.010
	1746016	2,3,7,8-TCDD	0.000	0.000	100.000	0.000	0.000
	7664417	Ammonia	90.000	100.000	11.111	1.000	1.000
	7782505	Chlorine	1000.000	1200.000	20.000	6.000	6.000
	358224691	4,6-8HpCDD	0.000	0.000	0.000	0.000	0.000
	729182191	3,7-9HxCDF	0.000	0.000	0.000	0.000	0.000